Compli-9 Electronic I-9 Step-By-Step Procedures for the Employer

For more detailed instructions and screen shots, please see the User's Manual in the Compli-9 system under the resources tab.

Log into Compli-9

Here's the link you need to login https://members.compli-9.com/login.aspx

Your username is your email address. You will get an email with the passphrase. You must type it exactly how it is in the email, spaces and capitalization exactly.

To Add a New User

IFSS must receive an email from the Dean's office instructing IFSS to add a new user. The email sent to jtaylor@ohr.wisc.edu should contain the full name, title of the employee and their work email address.

Prior to IFSS granting access, the authorized user **must** attend I-9 training. The training will cover the I-9 regulations and how to complete the I-9 in the electronic system.

Please notify IFSS if this employee is a new hire to the UW and he/she completed his/her own I-9 in the system prior to becoming an authorized user.

To Remove an Existing User

Send IFSS (jtaylor@ohr.wisc.edu) an email with the individual's name and date the employee's access should end.

Please notify IFSS who should be removed from the system with this replacement user.

If you are an Existing User, to edit your email, address and other contact information

Contact jtaylor@ohr.wisc.edu

If you get the error message "You have been logged out because your session timed out."

Click the log in again and proceed. If you do not affirmatively click the log out button, the system will force you out. Don't worry if it has been a day or more since you were last in the system.

To Search for Employee already in Compli-9

Before initiating any new action, search for the employee to determine if an electronic I-9 already exists for this employee. If there is an electronic I-9, you may not need to complete another one.

Click on Employees on the left in the Dashboard. Enter the first name, last name or Empl ID. Click search or hit enter.

If the name appears, click "SELECT" next to the employee's name.
You will see either:

- Employer signed (which means the I-9 is complete (Sections 1 and 2 are done)),
- Employee signed (which means only Section 1 is done); or
- New (which means we have initiated the I-9 but the employee has not done Section 1).

Make sure the I-9 that appears is for your employee (especially if their name has multiple spellings or if the name is common). You can check the SSN or Empl ID or the mailing address the employee provided to confirm the I-9 is for your employee.

Review the I-9 to be sure the work authorization document has not expired and it otherwise appears to be complete and correct.

If your employee's I-9 is in the system, the work authorization document has not expired and it appears to be complete and correct, there is no need to do a new one, unless there was a break in service (see section below).

NOTE: So long as there is never a break in service, you never need to complete another I-9 for a US Citizen or a permanent resident. The work authorization never expires even if the document has.

Under the Employees Tab

- PERSONAL DATA
- CREDENTIALS
- I-9 DOCUMENTS

Under the personal data tab, you can change the employee's email address, add the Empl ID and add the termination date.

Under the credentials tab, you can reset the passphrase. NOTE: The passphrase is only good for a one time use for the employees.

Under the I-9 documents, you can see the status of the I-9, the link to void the I-9, the link to print (also view) the I-9 and re-verify the I-9 if the individual's work authorization expires.

Section 1 – Initiate an I-9

After determining that the employee does not already have an I-9 in the system and a new I-9 needs to be done (see section below for how to determine this)

- Click Initiate an I-9.
- Click add a new employee, then click Next
- Complete employee's name, email (enter any email address; it does not need to be a wisc.edu email), and start date (if start date is known), empl ID.
    - Select use email address next to the username box
- Click Next
- Click either print credentials or email credentials.

- Printing the credentials will open a new window with the person's username, passphrase and weblink. You can print the credential and hand them to the new employee.
- Emailing the credentials will generate two separate emails to your new employee; one with the link and username, the second with the passphrase.

An email is sent to the employee from GIS/Compli-9 with you as the sender requesting that Section 1 be completed. The email will include login information for the employee. You may want to tell the employee to look for the email. It may go into their SPAM folder.

Employee logs into Compli-9, completes Section 1 and electronically signs.
**If a Preparer/Translator assists the employee with completing Section 1, the preparer or translator signs Section 1 first, then the employee signs.

After the employee successfully completes Section 1, the person initiating the I-9 receives an email saying the I-9 is ready for the employer to complete Section 2.

Special considerations for your international employees (F1 students, J1 scholars and students, H-1Bs, etc.)

F-1 Students and J-1 Exchange Visitors do not have a specific expiration date written on their I-94 cards. Instead, their I-94 cards are marked "D/S" which means "duration of status." The end date of the F1's status is on the I-20 in box 5. The end date of the J1's status is on the DS-2019 in box 3.

Additionally, I-94 cards are not handed to our international staff and students anymore. They must go to www.cbp.gov/94 to print out their card. They cannot complete Section 1 of the I-9 until they are in the US and have the I-94 card printed out.

After the international selects "alien authorized to work until" he must type in the end date and either his alien registration number or I-94 number.

The question "Did you obtain your admission number from CBP in connection with your arrival in the US?" means did he come thru an international airport or United States land crossing and meet with Customs and Border Protection (CBP) before he was allowed to enter the US?

Compli-9 is having issues with this question on its I-9 form. Every international employee must answer **yes** to this question. Then they must enter the passport information in Section 1 of the form.

I will let you know when this glitch is fixed and how to respond appropriately.

Section 2

The employer logs into Compli-9 and goes to either the pending I-9 verifications section if the I-9 is still within the three days of the start date or to the overdue I-9 verifications if the I-9 is overdue.

NOTE: Many users forget to look in the **overdue verifications** section of the dashboard to find the I-9s. Be sure to look there too.

Once you have found the correct employee, click select next to the name.
Note: if select is not next to the name, the employee has yet to complete Section 1 and you cannot complete Section 2.

Note: The social security number (SSN) is not required for I-9 purposes. It is only needed when the employee is required to provide it for E-Verify purposes. If E-verify is required, IFSS will notify the department and employee. The telephone number and email address are not required fields either.

If the employee checked box 3 in Section 1,("lawful permanent resident"), the Alien # (A plus 9 digits) must be listed in Section 1.

If the employee checked box 4 in Section 1, ("alien authorized to work until ____"), both the admission number from the I-94 card (11 digits) and the work authorization expiration date must be listed.

Some employees may have an employment authorization document (EAD) instead of an I-94 (F-1 students on OPT, J-2 dependents, some refugees etc.) and will need to enter the Alien # in Section 1.

If the employee is an international on a temporary nonimmigrant visa (for example F1, J1, J2, H-1B, TN, O-1), be sure that the 4th box is checked in Section 1. Many have erroneously checked the second box (noncitizen national of the United States).

If there is an error in Section 1, it cannot be corrected by the employee or the employer. The employer must void the I-9. .

To **void** an I-9, from the dashboard, select Employees from the left navigation bar, type in the employee's name, click search. You will only see the employee's name once even if there are multiple I-9s in the system. Then click select to the left of their name. Pick the I-9 you wish to void by clicking the void I-9 link. Select the reason for the voiding. If you choose other, you must type a reason I-9 in the system. Hit void I-9 and then the system will ask you one more time if you are sure you want to void the I-9, say ok.

Enter all required document information in either List A or Lists B & C

- Dropdowns only show acceptable documents that correspond to the citizenship status the employee checked in Section 1

- If the document the employee presented is not on the lists, the employee may have checked wrong box in Section 1.

Most nonimmigrants will provide List A documents (foreign passport with I-94 card…..). As the employer, you will need to list the passport number, the I-94 number and expiration date. The expiration date may be on the I-94 card or on the I-20 or DS-2019, depending on the individual's immigration status.

Verify start date. You can change the start date at this point in the process.

Confirm your contact information is correct.

Click Electronically Sign

- If any information is missing or incorrect (e.g. expired document), the system will not let you sign the document.
- There will be yellow highlighting next to what is missing or incorrect. You will need to correct the error before the system will let you sign the I-9.
- The signature date is always the current date and is automatically populated by the system.

Special Considerations in completing Section 2

Permanent Resident (I-551) & Employment Authorization Cards (I-766)

When an employee presents a Permanent Resident (PR) card or an Employment Authorization Document (EAD), the employee needs to put the Alien Number (A#) in Section 1. This same rule applies to both Lawful Permanent Residents and Aliens Authorized to Work Until who present an EAD.

As the employer, you need to put the card number (starts with three letters (WAC, LIN, EAC or SRC) and followed by 10 digits) in Section 2.

Instructions to Submit Form Correctly for PR card:

Step 1. Employee enters A# in Section 1 – Alien # format is A + 9 digits. There is no expiration date for a PR. The document will expire but the work authorization will never expire.

Step 2. The employer enters the Document # in Section 2. The Document # format is 3 letters + 10 digits (may be inside <<<< >>>>> on bottom front or back of card). The document # will start with the letters WAC, EAC, LIN or SRC and be followed by 10 digits.

Instructions to Submit Form Correctly for EAD:

Step 1. Employee enters A# in Section 1 – Alien # format is A + 9 digits. The A# is on the front of the EAD. There is an expiration date on the front of the EAD.

Step 2. The Employer enters the Document # in first document line in Section 2. The Document # format is 3 letters + 10 digits (may be inside <<<< >>>>> on bottom front or back of card) and Alien # in second document line in Section 2. The document # will start with the letters WAC, EAC, LIN or SRC and be followed by 10 digits.

F-1 Students and J-1 Exchange Visitors

F-1 Students and J-1 Exchange Visitors do not have a specific expiration date written on the I-94 card. Instead, the I-94 card is marked "D/S" which means "duration of status."

I-94 cards are not handed to our international staff and students anymore. They must go to www.cbp.gov/94 to print out their card. They cannot complete Section 1 of the I-9 until they are in the US and have the I-94 card printed out.

The end date of the F1's status is on the I-20 in paragraph 5.
The end date of the J1's status is on the DS-2019 in box 3.

After the international selects "alien authorized to work until" he must type in the end date and either his alien registration number or I-94 number.

The question "Did you obtain your admission number from CBP in connection with your arrival in the US?" means did he come thru an international airport or United States land crossing and meet with Customs and Border Protection (CBP) before he was allowed to enter the US? If so, the answer is yes to this question. Then they must enter the passport information in Section 1 of the form.

If the University or the individual themselves filed a petition with US Citizenship and Immigration Services (USCIS) and at the bottom of the I-797 approval notice is an I-94 card, then the answer is no to this question.

Do not use any information on the visa stamp itself. The visa is not an I-9 document and has no bearing on the work authorization of the employee.

NOTE: If the student is working on OPT and has an EAD, the student should put the EAD information in Section 1 and you should put it in Section 2.

Receipts

If an employee presents an acceptable receipt (see Receipts section of the December 2010 UW-Madison I-9 Manual (http://www.ohr.wisc.edu/ifss/i-9/I-9.html)), put all receipt information under the appropriate list in Section 2 and electronically sign.

When the employee presents the original document, click on the Doc Receipt Pending from the dashboard to complete the I-9.

Section 3 Updating and Reverification

To update (when a person has been rehired after a break in service) or to reverify (when a person has a new work authorization expiration date), first determine if an electronic I-9 exists.

If the I-9 is in HireRight and that I-9 was completed prior to May, 2013, then a completely new I-9 must be done in Compli-9.

When the Federal government revised the I-9 form in May, 2013, they required all updates and reverifications be done on the most recent version. The only way to get the information on the new form is to complete the I-9 in Compli-9. Use the employee's original start date.

When you complete Section 2of the I-9 in Compli-9, it will be in the overdue I-9 verifications section on the dashboard.

To **Update: (Complete the first part in Section 3)**
If the employee is rehired in the same department and the original paper I-9 was completed less than three years ago, Section 3 of the paper I-9 should be completed. A new electronic I-9 should not be done in this case.

***If there is no electronic I-9 in HireRight or Compli-9, complete an entirely new I-9 as if the person had never worked at UW before.

If the I-9 is in Compli-9 and there was a break in service, if the I-9 was completed less than three years ago, complete Section 3 of the electronic I-9.

- Click employees from the dashboard
- Find your employee
- Select re-verify and follow the prompts with to enter the rehire date

NOTE: If the work authorization has expired, you will also be required to enter the new work authorization documents in to the system.

Check work authorization document expiration date in Section 2. If the employee had temporary work authorization when the original I-9 was completed and the document has since expired, enter new document information in the bottom part of Section 3 also.

Click on the attestation and electronically sign.

To **Reverify: (Complete the second part of Section 3).**
If there is an electronic I-9 in Compli-9 for the employee:

- Click reverifications from the dashboard.
- Find your employee
- Select Reverify Now
- Select Complete Section 3 on the existing form if the original I-9 was done less than three years ago, then click next
- Select reverification of work authorization
- Select either List A or List C depending on what document(s) your employee presents
- Fill in information relating to the document(s)
- Click on the attestation and electronically sign.

For non-immigrant international employees (those on F1s, J1s, H-1B etc), when reverifying Section 3, the document number is the I-94 number (11 digits). The expiration date is on the I-94 card itself. If a D/S is on the I-94 card, the expiration date can be found in Section 5 of the I-20 if the employee is an F1 or in Section 3 on the DS-2019 if the employee is a J1.

How do I reset my new hire's credentials?
From the dashboard:
Click employee
Find your employee by last name, first name or Empl ID
Click select next to their name
Click the credentials tab
Click to email or print the credentials, which ever you prefer

Do I still have to check HireRight before initiating an I-9 in Compli-9?
Yes. Before initiating an I-9 in Compli-9, first check HireRight to see if one was done, how long ago it was done and if the work authorization is still valid. If it is complete in HireRight, there is no break in service and the work authorization is still valid, you do not have to do anything more.

If there was a break service or the work authorization expired, typically you would complete Section 3 of the I-9. However, we are at a point with the new version of the I-9 that for a limited time, you will need to initiate a new I-9 in Compli-9. Please contact Jennie Taylor for specific questions.

How do I void an I-9? To void an I-9, from the dashboard,

- Select Employees
- Type in the employee's name or empl ID
- Click search.
- You will only see the employee's name once even if there are multiple I-9s in the system.
- Click select to the left of their name.
- Pick the I-9 you wish to void by clicking the void I-9 link.
- Select the reason for the voiding.
- If you choose other, you must type a reason such as duplicate I-9 in the system.
- Hit void I-9 and then the system will ask you one more time if you are sure you want to void the I-9, say ok.

How many times can my employees use the passphrase?
Employee's passphrases are only valid for a one time use.

How long is my passphrase valid for?
Employer's passphrases are valid for 90 days.

Do I have to re-verify the I-9 when someone changes titles but remains working in the same department?
No.

What is my username?
Your wisc.edu email address?

What is my employee's username?
It should be their email address; you had the option when you set up their account to use their email address.

Do I use the information on the visa stamp that is laminated in the passport for I-9 purposes?
No, never. You can and should leave the visa fields blank in Section 2.

What if I notice more than one I-9 for an employee?
Void the duplicate I-9. However, once the I-9s from HireRight move over , it is likely that there will be more than one I-9 for some of our employees. Check with IFSS.

What if I enter the wrong start date?
You can change the start date when you complete Section 2 of the I-9.

What if the I-9 was not completed within three days of the start date?
Complete the I-9 as soon as you can and make a note in the I-9 audit file that you have with your paper I-9s that has the individual's name and the reason why it was not completed with in three days.

How can I find my incomplete I-9s?
From any of the verification, overdue verifications, reverifications screens, click on Initiated By. The field will then alphabetize the I-9s

If an employee ends their employment and returns, do they need to complete a new I-9?
It depends. If the original I-9 was completed less than three years ago, then just an update needs to be done by completing Section 3 and remove the termination date in the electronic system. Enter the Empl ID if its not already there. If the original I-9 was done more than three years ago, yes, a complete new I-9 needs to be done.

If a student has a SH position and they leave for the summer and return to the same position do they need to complete a new I-9?
Was there the assumption that the student would come back? Was this a short work break? If so, then nothing needs to be done.

If a student has a SH position and they leave for the summer and return to a different position do they need to complete a new I-9?
It depends. If the original I-9 was completed less than three years ago, then just an update needs to be done by completing Section 3 and remove the termination date from the electronic system. If the original I-9 was done more than three years ago, yes, a complete new I-9 needs to be done.

When does a new I-9 need to be completed if a student works in multiple departments, concurrently and consecutively?
So long as the employment is continuous, regardless of department, title, percentages, etc, and the work authorization is still valid, no new I-9 needs to be completed. I-9s are based on employment, not appointment.

If an employee already has an I-9 in the system, but they have left the University and are returning, are we able to reuse the original I-9 or do we have to generate a new request?

It depends. If the original I-9 was completed less than three years ago, then just an update needs to be done by completing Section 3. Enter the Empl ID if its not already there. If the original I-9 was done more than three years ago, yes, a complete new I-9 needs to be done.

What should I do, if in auditing our I-9's, I find an employee who has been working with us for more than ten years and don't have an I-9 on file for them.
Complete an I-9 as soon as possible. Use the original start date and put a note in your I-9 audit file that you were completing an internal audit, realized the problem and corrected it as soon as possible.

How long do we need to retain the paper I-9's of the employees who were verified before an electronic I-9 was in place?
Once the employment has been terminated, shred the I-9 one year after termination or three years after the hire date, whichever is later.

When can we destroy paper I-9's?
Once the employment has been terminated, shred the I-9 one year after termination or three years after the hire date, whichever is later.

Can we require all employees who had previously completed a paper I-9 to complete an electronic I-9?
No, that is considered overdocumentation.

Do we have to use GIS, can we still use paper forms?
Yes, we must use Compli-9. The Vice Chancellor for Finance and Administration is asking us to use the electronic system. His office is paying for it.

What is the best thing to do if, in a rare case, an I-9 isn't verified within three business days?
Complete it as soon as possible and put a note in the I-9 audit file why it wasn't completed within three days. Technically, the employment was supposed to be terminated.

What do I need to do if an employee doesn't get the original email I send?
You can reset the credentials and resend the email.

Will voided records stay in GIS?
Yes.

When will information from HireRight be available in GIS?
To be determined.

Is the 3 day deadline based on business days or does that include holidays and weekends? Would it include weekends if one is normally scheduled to work on weekends?
The University is closed on the weekends except for limited circumstances. The 3 days is business days. We do not count the weekend or holiday when calculating the three days.

What resources are available to those verifying I-9's?
The USCIS Employer's Handbook, the Compli-9 user's manual and eventually FAQs prepared by IFSS.

Can you explain when a reverification would need to be done and explain that process?
Reverification is done when the employee's work authorization documents are about to expire. You complete Section 3 of the I-9 by entering their work authorization documents. It does not matter if their identity document has expired at this point. We are only concerned about the work authorization document.

Do you have any suggestions on tracking I-9 expirations?
I suggest creating a spreadsheet that everyone in your office has access to and/or adding them to your Outlook calendar. Another option is to get a paper departmental calendar strictly for I-9 purposes so everyone can see the expiration dates.

How do we process people who expire in HireRight? (Currently we enter a new I-9 in Compli-9, will this result in duplicate records?)
Yes, this will result in duplicate records. That is why it is critical to have the Empl ID in Compli-9. Once the records are moved over, we can match the Empl ID/employee records and have I-9s for the validity of their employment here. If their work authorization expires and we must initiate a new I-9 in Compli-9 because their original I-9 was completed on an old version of the form, that's fine.

Updated 09/2013